1

Previous references.

File No. 73(3)

1915.

(E-A-G.)

Serial Nos. 1

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B. for

SUBJECT.

Working of the General Rules of office Procedure from the Registrar Chief Court of Mysore.

G. R. S. 58

GENERAL AND REVENUE SECRETARIAT.

(E.A.B)

NOTES.

E.A. File No (2) 73 (3)

FILE HEADING.

Working of the General rules of office procedure.

From

The Registrar, Chief Court of Mysore

No. 3172-49 Dated 8/10th Jany 1918 Received 12-1-18.

Diary No.	Enclos.	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Reports in detail the extent to which the rules have been adopted in the offices of the judicial dept :

NOTES AND ORDERS.

1 Almost all the rules have been brought into force in all the offices of the Jud. dept. The only omission is that the verification of furniture list is not done quarterly. This

NOTES—First Sheet.

GPB—20,000 - 8-8-14

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General and Revenue Secretariat. | File No. 73 (3) of 191 15

Serial No.

Stated to be done annually.
Entered in register & ruled.
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31/1/16
31/1/16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

No. 3172/249

E A (G) 73 (3) 4 (3

Chief Court of Mysore,

Bangalore, dated the 8th January 1916.

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From

N.T.Gopaliengar, Esq., B.A., LL. B.,
Registrar of the Chief Court of Mysore.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of Mysore,
General Department.

S i r ,

Adverting to correspondence ending with your letter No: 801-46 dated the 10th June 1915 enquiring how far it has been found possible to bring the general rules of office procedure prescribed in Government Order No: G.5203-51/E.A.4-14 dated the 23rd November 1914 into operation in this office and in the subordinate offices and specially desiring information on certain points referred to therein, I am directed to state that the District Judges, who were asked to report how far the rules have been adopted in the offices in their Divisions including their own, have submitted their reports together with those of their subordinate officers which may be briefly summarised as follows:-

(1). That in all Civil Courts the work is divided specifically into definite branches such as process branch, execution branch,

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branch, Original and Small Cause Branch, record branch and the cash branch and each branch is entrusted to a clerk, the whole staff being under the supervision of the Head Munshi or the Sheristedar as the case may be who is held responsible for the general efficiency of the office.

(2). That delay in the submission of papers does not usually occur in Civil Courts. The rules of practice and Circular Letters amply provide for the prompt and punctual submission of plaints, applications, etc., for the orders of the Judge. Except the District Courts, other courts have very little correspondence for classification as required by rule 11, and such of the papers as are important and urgent are promptly attended to.

(3). That the submission of the prescribed monthly, quarterly and annual statements of cases filed, disposed of and pending, etc, afford ample scope for the scrutiny of their work. As regards correspondence, the existing rules provide for the submission on or before the 5th of every month of monthly lists of references pending unanswered in each court to the District Judge who submits a similar list concerning his office to the Chief Court.

(4). That lists of periodical statements required to be submitted are maintained in each court.

(5).

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(5). That all Civil Courts in the State are supplied each with a copy of the Civil Digest and all Rules of Practice, Circular Letters and Proceedings issued by the Chief Court from time to time are being maintained in different files.

(6). That all courts maintain lists of books and furniture of their courts and that the instructions contained in Rules 19 to 24 and 30 of the Government Order are followed except that in some courts the practice of labelling books is not observed and the furniture lists are not verified once in a quarter but once in a year. Verified lists of books and furniture are being submitted annually to the Chief Court.

(7). That the prescribed registers in connection with the cash transactions of the courts are duly maintained by the court and process Nazirs and the daily balance in the hands of the court Nazir is being kept in the Treasuries of the respective places for safe custody till it is sent for the next day. Almost all courts in the State are provided each with an iron safe and arrangements are made at nights for guarding cash, records and furniture of the court.

That the stock of stationery and printed forms are usually kept in the custody of the head ministerial officer of each court who maintains registers for noting the receipts and issues.

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Acknowledgments of the clerks to whom stationery is issued are obtained in the issue register. Indents for the requisite stationery and printed forms are submitted annually to the Chief Court for check and transmission to the Superintendent, Government Press, for compliance.

I am to add that the procedure followed in the Office of the Chief Court is much the same as above and that certain rules of the Government Order which could with advantage be adopted have been brought into force.

I am also to state that the system of office work now obtaining in the Judicial Department as detailed above is almost the same as that contemplated in the Government Order and is in accordance with the Rules of Practice issued by this Court from time to time with the previous sanction of the Government.

I have the honor to be,

S i r ,

Your most obedient servant,

N. Gopalan

REGISTRAR.

H.C.C.